

Solicitation Number: 05-0002-08
Business and Financial Support for the Office of Naval Research Materials
Science and Technology Division
Code 332

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0002 Business and Finance Support Services are due by 2:00 PM (local), on 11 MAR 2005.

1.0 Background

The Office of Naval Research, Materials Science and Technology Division Program Office (ONR 332) of the Engineering, Materials and Physical Science and Technology Department (ONR 33) has a requirement for financial management and administrative support services. Specific support will be required both in monitoring schedules, deadlines and budget expenses to make sure the execution of the program is appropriate and in monitoring program objectives and milestones of the overall materials program. In addition, support will be required to develop means of improved program integration and coordination with other Navy activities. The contractor must possess specialized knowledge of the financial/management systems within ONR and the Navy.

2.0 Statement of Work

2.1 Objective

The purpose of this effort is to provide support services to the Materials S & T Division (ONR 332) in the areas of Business and Financial support.

2.2 Scope

There is a need to provide financial and administrative support to the Materials Science and Technology Division in the areas of tracking all funds held within the division.

2.3 Technical Tasks/Requirements

Financial and Administrative support may include some or all of the following:

2.3.1 Provide financial management and administrative support in ONR 332 core programs and Future Naval Capabilities - Total Ownership Costs (FNC-TOC) in regards to the execution of programs with varying goals, objectives, work practices, and timelines. This support includes, but is not limited to:

- Monitor availability and use of funds and review financial documents and plans for impact of program objectives and requirements in support of Total Ownership Cost business plan,
- Prepare internal financial notices, instructions, guidelines and reports,
- Conduct analysis and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones,
- Coordinate preparation and review of actual and projected funding estimates, justifications and strategies,
- Identify deficiencies, excesses, trends and imbalances to assure funds availability,
- Work with program managers and program officers to expedite financial execution and ensure programmatic benchmarks are met,
- Draft responses to internal and external requirements/requests on programmatic and financial matters,
- Collect, review, and organize as required task and progress statements; monitor financial expenditures on all funding assigned ONR 332, i.e. FNC-TOC, other directed funds, congressional, SBIR, MURI, NICOP, DURIP and in-coming orders, and
- Have a thorough understanding and knowledge of INRIS, CAMIS and STAR's systems.

2.3.2 Administrative support is required to assist in arranging, organizing, preparing information for presentation, and in attending program reviews and workshops as required to support the collection and dissemination of data throughout the program. Specific support includes:

- Assisting with development of a preliminary agenda
- Preparation and distribution of the final agenda
- Provide on-site administrative support to include safeguarding of technical papers and providing photo-copy support, and
- Assembly, editing and organization of conference proceedings.

2.4 Reports Data and Other Deliverables

Weekly reports are due to the Division Director and all Scientific Officers on the status of allocation of funds within ONR 332. This report will show how each FRC is tracking with the official fiscal benchmarks as set forth by the ONR comptroller.

3.0 Personnel Requirements

3.1 Personnel Qualifications

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

3.1.1 All personnel must possess specialized knowledge of the ONR working management and program systems, financial and accounting systems, and the organizations involved with the Materials Program Office (see 2.3.1)

3.1.2 Labor Mix

Program Manager or Equivalent: Experience related to the Navy FNC program and Navy financial management system (STARS). The individual must be proficient in the use of STARS and the ONR INRIS database. The candidate should have at least 15 years of related experience in financial management/analysis of Navy programs.

Senior Analyst or Equivalent: The proposed individual should have at least 5 years of experience in providing financial management analysis support to Navy programs.

Administrator or Equivalent: The proposed individual should have at least two years of experience and excellent skills in preparing event materials, scheduling meetings, assembling packages and developing minutes.

3.2 Level of Effort

3.2.1 The level of effort has been estimated for the proposed contract. Both a 9-month base period and four 12-month option periods have been defined (Total potential period of performance, with options, is 57-months).

3.2.2 Base Period: The base period of performance will be from time of award through 9-months. The level of effort anticipated for this 9 month period is approximately 1500 hours. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Labor Category:	Level of Effort (Base)
Program Manager or equivalent	1050 hours
Senior Analyst or equivalent	300 hours
Administrator or equivalent	150 hours
Total Hours	1500 hours

3.2.3 Option Period(s): Options I-IV will be exercised at the discretion of the Government. For this effort there are four 12 month options. Below is a summary of the labor categories and the total anticipated annual hours.

Labor Category:	Level of Effort (Option Year I)
Program Manager or equivalent	1400 hours
Senior Analyst or equivalent	400 hours
Administrator or equivalent	200 hours
Total Hours	2000 hours

Labor Category:	Level of Effort (Option Year II)
Program Manager or equivalent	1400 hours
Senior Analyst or equivalent	400 hours
Administrator or equivalent	200 hours
Total Hours	2000 hours

Labor Category:	Level of Effort (Option Year III)
Program Manager or equivalent	1400 hours
Senior Analyst or equivalent	400 hours
Administrator or equivalent	200 hours
Total Hours	2000 hours

Labor Category:	Level of Effort (Option Year IV)
Program Manager or equivalent	1400 hours
Senior Analyst or equivalent	400 hours
Administrator or equivalent	200 hours
Total Hours	2000 hours

NOTE: 2000 hours is equivalent to one (1) man-year

3.2.3 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

4.0 Order Details

4.1 Contract Type: The Navy anticipates awarding a cost plus fixed fee level of effort task order. Multiple awards may be made. The Government reserves the right to issue an Order containing all or parts of an offeror's proposal.

4.2 Period of Performance: Base period of nine months from time of award with four (4) 12 month options.

4.3 Other Direct Costs (ODCs)

ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total Travel/ODC amount is not to exceed (NTE) \$1,000.00 per year.

This NTE amount should be proposed and included as part of the cost total (without profit or fee) in every proposal submitted under this solicitation.

4.3.1 Travel and Per Diem - Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

4.3.2 Other Direct Costs (Other than Travel and Per Diem) - ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified; however, the ODC and Travel cost total cannot exceed the NTE amount stated in Section 4.3.

4.4 Place of Performance: Tasking under this solicitation will be performed on site at ONR.

4.5 Government Furnished Resources (GFR): The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.5.1 Facilities, Supplies and Services: Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR).

4.5.2 Information: All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

4.5.3 Documentation: All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.5.4 Equipment: With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PCs should not be proposed as a direct charge under this solicitation. For security purposes, computers may be required to be authorized and approved for use by ONR.

Contractors may be required to obtain one or more Navy Marine Corps Intranet (NMCI) seats to perform the Task Order statement of work. ONR currently plans to formally transition to NMCI on or about 1 OCT 2005. During the performance of the Order, if either party (Government or Contractor) identifies a requirement for the Contractor to obtain an NMCI seat to perform its duties, ONR officials will work with the Contractor to obtain an NMCI seat in a timely manner and, if necessary, will pursue a mutually satisfactory agreement in regards to any formal modifications or changes to the scope, structure or dollar values of the Order as a result of the emerging NMCI requirements. General information regarding NMCI can be obtained at: <http://www.nmci-eds.com/index.asp>.

4.6 Subcontracts/Consultants: Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

4.7 Security Requirements:

a) Clearance Requirements. No classified information or requirements is anticipated. The Contractor is required to safeguard the information labeled as proprietary.

b) Nondisclosure Agreement. In the course of the work, the selected Contractor employees will be required to execute Nondisclosure Agreements (NDAs) as outlined in Section 5.2.1 of this solicitation.

4.8 Organizational Conflict of Interest

4.8.1 Safeguarding Information

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but

also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

4.8.2 Organizational Restrictions

Support contractor's knowledge of competition sensitive information, described in the paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner or participant in any Government contracts, grants, partnerships, programs, or other under ONR code 332 research programs.

5.0 Proposal Requirements

5.1 Proposal Format: The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where

appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) **Cost Proposal:** The Contractor should provide a summary cost proposal for the total effort (including base and option periods), as well as a cost proposal for each of the base and option periods. The Contractor should submit a cost proposal indicating the price per labor hour (to include cost and profit) for the quantities and types of labor proposed. The Contractor should break out the proposed direct labor categories, rates and hours, labor escalation rates, indirect rates (Fringe Benefits, on and off-site Overhead, G&A, Facilities Cost of Money, etc), any consultants/subcontracts, and the indirect rate, if any, to be applied to Travel/ODCs.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents: Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement. Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A to this solicitation includes the current NDA that should be used, unless otherwise instructed by the Government.

5.3 Proposal Submission: The due date for submission of proposals for this solicitation is 2:00 PM (local time) on 11 MAR 2005. Proposals must be submitted in one of the following ways:

(a) Uploaded electronically via the “Upload Proposals” hyperlink, which is under the hyperlink for this solicitation on ONR’s MATOC website (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or pdf), or

(b) Sent by regular mail (express mail acceptable) or hand delivered. The original and two copies must arrive by the above deadline at the following address:

Office of Naval Research
Attention: Mary Helen Moore, Code 254
800 North Quincy Street, BCT I
Arlington, VA 22217-5660
Ref: 05-0002-08

5.4 Attachment(s) to Solicitation:

(a) Attachment Number 1, entitled, “DD 1155 DRAFT AWARD,” 7 pages

6.0 **Evaluation Information**

6.1 Evaluation Criteria: A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts
- (4) Corporate Facilities

Price/Cost Factors

- (5) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and Cost Factor are equal in importance. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 3 are equally weighted. Technical Factor 4 is of less value than all other Technical Factors.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

6.2. Award: The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is on or around 01 APRIL 2005.

7.0 Submission of Questions: Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered, and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments: Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for

any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

9.0 Point of Contact: The Point of Contact for this solicitation is Mary Helen Moore, Contract Specialist, moorem@onr.navy.mil.